

Workaway International South Africa is looking for an Admin Manager!!!

We are looking for an experienced and passionate Administration Manager to join our team in Cape Town! The successful candidate will oversee all the administrative operations of the business, be in charge of the business's day-to-day functions as well as supervise and support our staff.

If you are extremely organised, determined, smart, able to work under pressure and want to make a positive difference to people's lives, then we would love to hear from you.

REQUIREMENTS:

- Excellent computer skills (Excel, Word)
- Excellent attention to detail
- 5 years' experience in a similar position
- Relevant admin experience is ESSENTIAL
- Excellent understanding of office management processes
- Critical thinker and problem-solver
- Team player
- Good time-management skills
- Must be organised, efficient and assertive
- Excellent communication skills on all levels
- Willing to work overtime when needed
- Own transport is required

If you meet or exceed the above mentioned requirements, then please send your CV to info@workawayinternational.co.za.

If you feel you have the skills please get in touch with us **URGENTLY** at our Cape Town office on info@workawayinternational.co.za or call us on 021 671 8808/0861 WORKAWAY.